

## Forming a Professional Development Leadership Team

A Professional Development Leadership Team should be formed to lead professional development at the district level and at the building level. Small districts may only need one leadership team to support district and building level professional development functions.

### Suggested Purposes of a Leadership Team:

- ☐ To help organize and support various professional development (PD) functions.
- ☐ To engage in participative decision making—the democratic decision making processes for keeping teachers involved and informed.
- ☐ To help principals sustain a focus on instruction and keep professional development functions going.
- ☐ To distribute leadership up and down the organization.
- ☐ To help plan, implement, and evaluate the district and attendance center professional development plans.

### Suggested Composition:

- ☐ Teachers representing various grade levels, content areas and role groups, i.e., elementary, middle school, high school, special education, Title I, gifted and talented, general education, etc. (Include individuals who have specific expertise in content, collecting and analyzing data, assessment, professional development, etc.).
- ☐ Principal.
- ☐ Central office, i.e. directors of curriculum, staff development, and school improvement.
- ☐ AEA provider/consultant(s).

### Suggested Facilitation and Actions:

- ☐ Clarify roles of the team, e.g. assisting with the collection and analysis of data; facilitating building meetings between training sessions; helping to collect and organize implementation data; demonstrating strategies; supporting the establishment of collaborative teams.
- ☐ Establish a protocol for meeting routines and a framework for agendas.
- ☐ Determine how meetings will be monitored and what data will be collected (Collect meeting artifacts, i.e., meeting agendas and minutes).
- ☐ Attend collaborative team meetings.
- ☐ Lead collaborative team meetings.
- ☐ Provide demonstrations.
- ☐ Engage in peer coaching.

List PD Leadership Team members below:

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Identify the roles of the building PD Leadership Team:

Add PD Leadership Team meeting schedule to district/building calendar.

